

State of Hawaii
Department of Public Safety
Correction's Institutions Division

**Request for Proposals
No.: PSD 13-COR-17**

**REENTRY HOUSING AND REFERRAL
SERVICES FOR
ADULT MALE AND FEMALE INMATES
IN KONA, HAWAII**

Date Issued: December 21, 2012

Note: *It is the applicant's responsibility to check the public procurement notice website, the request for proposals website, or to contact the RFP point-of-contact identified in the RFP for any addenda issued to this RFP. The State shall not be responsible for any incomplete proposal submitted as a result of missing addenda, attachments or other information regarding the RFP.*

December 21, 2012

REQUEST FOR PROPOSALS

REENTRY HOUSING AND REFERRAL SERVICES FOR ADULT MALE AND FEMALE INMATES IN KONA, HAWAII RFP No. PSD 13-COR-17

The Department of Public Safety, Corrections' Institutions Division (ID), is requesting proposals from qualified applicants to provide a Reentry Housing and Referral Services for adult male and female sentenced felon inmates transitioning from incarceration at the Hawaii Community Correctional Center (HCCC) to up to 50 (per year) extended furlough, community custody status, in Kona, Hawaii. The initial contract term will be from **March 1, 2013 through February 28, 2015**, with the option to extend for one additional twelve month period or portions thereof, subject to the availability of funds, satisfactory performance of the Service Provider and prior written mutual consent. Multiple contracts may be awarded under this request for proposals.

The adult male and female inmates who will be referred to this will be sentenced felons who are approaching release from incarceration and transitioning back into the community, and are on an extended furlough, community custody status. The Service Provider shall provide 24-hours/day, 7 days/week, Reentry Housing and Referral Services, living arrangements and on-site accountability supervision of inmates and case management services to include reentry referral services to include cognitive restructuring, substance abuse (e.g. relapse prevention), vocation/employment services, family therapy, health care, mental health, domestic violence and sexual abuse services, transportation and housing assistance.

ID will conduct a non-mandatory RFP orientation on January 11, 2013 from 10:00 a.m. to its conclusion or 11:00 a.m., HST, at 919 Ala Moana Boulevard, Room 413, Honolulu, Hawaii 96814 and a telephone conference call at the same time and date. Call-ins shall dial in at (605) 475-4700, and enter 127916# when requested. All prospective applicants are encouraged to attend the orientation.

Proposals shall be mailed, postmarked by the **United States Postal Service** on or before January 31, 2013, and received no later than 10 days from the submittal deadline. Hand delivered proposals shall be received no later than 4:30 p.m., Hawaii Standard Time (HST), on January 31, 2013, at the drop-off sites designated on the Proposal Mail-in and Delivery Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

Any inquiries and requests regarding this RFP should be directed in writing to Mr. Marc Yamamoto at 919 Ala Moana Boulevard, Room 413, Honolulu, Hawaii 96814, fax: (808) 587-1244, e-mail: marc.s.yamamoto@hawaii.gov.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

NUMBER OF COPIES TO BE SUBMITTED: One (1) Original + Three (3) Copies
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ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **January 31, 2013** and received by the state purchasing agency no later than **10 days** from the submittal deadline.

All Mail-ins

**DEPARTMENT OF PUBLIC SAFETY
ADMINISTRATIVE SERVICES OFFICE –
PURCHASING AND CONTRACTS
919 ALA MOANA BOULEVARD, ROOM 413
HONOLULU, HAWAII 96814**

PSD RFP COORDINATOR

Marc Yamamoto
Phone: 808-587-1215
Fax: 808-587-1244
Email: marc.s.yamamoto@hawaii.gov

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITES UNTIL **4:30 P.M., Hawaii Standard Time (HST), January 31, 2013**. Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries shall not be accepted if received after 4:30 p.m., **January 31, 2013**

Drop-off Sites

**DEPARTMENT OF PUBLIC SAFETY
ADMINISTRATIVE SERVICES OFFICE -
PURCHASING AND CONTRACTS
919 ALA MOANA BOULEVARD, ROOM 413
HONOLULU, HAWAII 96814**

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Section 1

Administrative Overview

Section 1

Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

1.1 Procurement Timetable

Note that the procurement timetable represents the State's best estimated schedule. If an activity on this schedule is delayed, the rest of the schedule will likely be shifted by the same number of days. Contract start dates may be subject to the issuance of a notice to proceed.

<u>Activity</u>	<u>Scheduled Date</u>
Public notice announcing Request for Proposals (RFP)	December 21, 2012
Distribution of RFP	December 21, 2012
RFP orientation session	January 11, 2013
Closing date for submission of written questions for written responses	January 16, 2013
State purchasing agency's response to applicants' written questions	January 18, 2013
Discussions with applicant prior to proposal submittal deadline (optional)	January 21 – 23, 2013
Proposal submittal deadline	January 31, 2013
Discussions with applicant after proposal submittal deadline (optional)	February 4, 2013
Final revised proposals (optional)	February 5, 2013
Proposal evaluation period	February 1 – 8, 2013
Provider selection	February 11, 2013
Notice of statement of findings and decision	February 12, 2013
Contract start date	March 1, 2013

1.2 Website Reference

The State Procurement Office (SPO) website is <http://hawaii.gov/spo>

For	Click on "Doing Business with the State" tab or
1 Procurement of Health and Human Services	http://hawaii.gov/spo/health-human-svcs/doing-business-with-the-state-to-provide-health-and-human-services
2 RFP website	http://hawaii.gov/spo/general/procurement-notice-for-solicitations
3 Hawaii Revised Statutes (HRS) and Hawaii Administrative Rules (HAR) for Purchases of Health and Human Services	http://hawaii.gov/spo/general/statutes-and-rules/procurement-statutes-and-administrative-rules
4 Forms	http://hawaii.gov/spo/statutes-and-rules/general/spo-forms
5 Cost Principles	http://hawaii.gov/spo/health-human-svcs/cost-principles-for-procurement-of-health-and-human-services
6 Standard Contract -General Conditions, AG103F13	http://hawaii.gov/spo/general/gen-cond/general-conditions-for-contracts
7 Protest Forms/Procedures	http://hawaii.gov/spo/health-human-svcs/protestsreqforreconsideration/protests-requests-for-reconsideration-for-private-providers

Non-SPO websites

(Please note: website addresses may change from time to time. If a link is not active, try the State of Hawaii website at <http://hawaii.gov>)

For	Go to
8 Hawaii Compliance Express (HCE)	https://vendors.ehawaii.gov/hce/splash/welcome.html
9 Department of Taxation	http://hawaii.gov/tax/
10 Wages and Labor Law Compliance, HRS §103-055	http://capitol.hawaii.gov/hrscurrent
11 Department of Commerce and Consumer Affairs, Business Registration	http://hawaii.gov/dcca click "Business Registration"
12 Campaign Spending Commission	http://hawaii.gov/campaign

1.3 Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS) Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall

constitute admission of such knowledge on the part of such prospective applicant.

1.4 RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview. Provides applicants with an overview of the procurement process.

Section 2, Service Specifications. Provides applicants with a general description of the tasks to be performed, delineates provider responsibilities, and defines deliverables (as applicable).

Section 3, Proposal Application Instructions. Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation. Describes how proposals will be evaluated by the state purchasing agency.

Section 5, Attachments. Provides applicants with information and forms necessary to complete the application.

1.5 Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

Ms. Joy Windham
Department of Public Safety
919 Ala Moana Boulevard, Room 401
Honolulu, Hawaii 96814
Telephone: (808) 587-3479 Facsimile: (808) 587-2568
Email: joy.m.windham@hawaii.gov

1.6 RFP Contact Person

From the release date of this RFP until the selection of the successful provider(s), any inquiries and requests shall be directed to the sole point-of-contact identified below.

Mr. Marc Yamamoto
Department of Public Safety
919 Ala Moana Boulevard, Room 413
Honolulu, Hawaii 96814
Telephone: (808) 587-1215 Facsimile: (808) 587-1244
Email: marc.s.yamamoto@hawaii.gov

1.7 Orientation

A non-mandatory orientation for applicants in reference to the request for proposals will be held as follows:

Date: January 11, 2013 **Time:** 10:00 am, HST
Location: 919 Ala Moana Boulevard, Room 413
Honolulu, Hawaii 96814

A **telephone conference** call at the same time and date. Call-ins shall dial in at (605) 475-4700, and enter 127916# when requested.

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the subsection 1.8, Submission of Questions.

1.8 Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 1.6. Written questions should be received by the date and time specified in Section 1.1 Procurement Timetable. The purchasing agency will respond to written questions by way of an addendum to the RFP.

Deadline for submission of written questions:

Date: January 16, 2013 **Time:** 2:00 p.m. HST

State agency responses to applicant written questions will be provided by:

Date: January 18, 2013

1.9 Submission of Proposals

A. **Forms/Formats** - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website referred to in subsection 1.2, Website Reference. Refer to the Section 5, Proposal Application Checklist for the location of program specific forms.

1. **Proposal Application Identification (Form SPOH-200).** Provides applicant proposal identification.

2. **Proposal Application Checklist.** The checklist provides applicants specific program requirements, reference and location of required RFP proposal forms, and the order in which all proposal components should be collated and submitted to the state purchasing agency.
 3. **Table of Contents.** A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
 4. **Proposal Application (Form SPOH-200A).** Applicant shall submit comprehensive narratives that address all proposal requirements specified in Section 3, Proposal Application Instructions, including a cost proposal/budget, if required.
- B. **Program Specific Requirements.** Program specific requirements are included in Sections 2 and 3, as applicable. Required Federal and/or State certifications are listed on the Proposal Application Checklist in Section 5.
- C. **Multiple or Alternate Proposals.** Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. **Hawaii Compliance Express (HCE).** All providers shall comply with all laws governing entities doing business in the State. Providers shall register with HCE for online compliance verification from the Hawaii State Department of Taxation (DOTAX), Internal Revenue Service (IRS), Department of Labor and Industrial Relations (DLIR) , and Department of Commerce and Consumer Affairs (DCCA) . There is a nominal annual registration fee (currently \$12) for the service. The HCE's online "Certificate of Vendor Compliance" provides the registered provider's current compliance status as of the issuance date, and is accepted for both contracting and final payment purposes. Refer to **subsection 1.2, Website Reference**, for HCE's website address.
- **Tax Clearance.** Pursuant to HRS §103-53, as a prerequisite to entering into contracts of \$25,000 or more, providers are required to have a tax clearance from DOTAX and the IRS. (See subsection 1.2, Website Reference for DOTAX and IRS website address.)
 - **Labor Law Compliance.** Pursuant to HRS §103-55, providers shall be in compliance with all applicable laws of the federal and state governments relating to workers' compensation, unemployment compensation, payment of wages, and safety. (See subsection 1.2, Website Reference for DLIR website address.)

- **DCCA Business Registration.** Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships, charitable organizations, unincorporated associations and foreign insurance companies shall be registered and in good standing with the DCCA, Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. (See subsection 1.2, Website Reference for DCCA website address.)
- E. **Wages Law Compliance.** If applicable, by submitting a proposal, the applicant certifies that the applicant is in compliance with HRS §103-55, Wages, hours, and working conditions of employees of contractors performing services. Refer to HRS §103-55, at the Hawaii State Legislature website. (See subsection 1.2, Website Reference for DLIR website address.)
- F. **Campaign Contributions by State and County Contractors.** HRS §11-355 prohibits campaign contributions from certain State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. Refer to HRS §11-355. (See subsection 1.2, Website Reference for Campaign Spending Commission website address.)
- G. **Confidential Information.** If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

Note that price is not considered confidential and will not be withheld.

- H. **Proposal Submittal.** All mail-ins shall be postmarked by the United States Postal System (USPS) and received by the State purchasing agency no later than the submittal deadline indicated on the attached Proposal Mail-in and Delivery Information Sheet, or as amended. All hand deliveries shall be received by the State purchasing agency by the date and time designated on the Proposal Mail-In and Delivery Information Sheet, or as amended. Proposals shall be rejected when:
1. Postmarked after the designated date; or
 2. Postmarked by the designated date but not received within 10 days from the submittal deadline; or
 3. If hand delivered, received after the designated date and time.

The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet. Deliveries by private mail services such as

FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline. Dated USPS shipping labels are not considered postmarks.

Facsimile or Email Submitted Proposals. Shall not be accepted.

1.10 Discussions with Applicants

- A. **Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. **After Proposal Submittal Deadline -** Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance with HAR §3-143-403.

1.11 Opening of Proposals

Upon the state purchasing agency's receipt of a proposal at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

1.12 Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

1.13 RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for final revised proposals.

1.14 Final Revised Proposals

If requested, final revised proposals shall be submitted in the manner and by the date and time specified by the state purchasing agency. If a final revised proposal is not submitted, the previous submittal shall be construed as the applicant's final revised proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPOH-200).* After final revised proposals are received, final evaluations will be conducted for an award.

1.15 Cancellation of Request for Proposal

The RFP may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interest of the State.

1.16 Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

1.17 Provider Participation in Planning

Provider(s), awarded a contract resulting from this RFP,

☐ are required

☒ are not required

to participate in the purchasing agency's future development of a service delivery plan pursuant to HRS §103F-203.

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the release of a RFP, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals, if conducted in accordance with HAR §§3-142-202 and 3-142-203.

1.18 Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons:

- (1) Rejection for failure to cooperate or deal in good faith. (HAR §3-141-201)
- (2) Rejection for inadequate accounting system. (HAR §3-141-202)
- (3) Late proposals (HAR §3-143-603)
- (4) Inadequate response to request for proposals (HAR §3-143-609)
- (5) Proposal not responsive (HAR §3-143-610(a)(1))
- (6) Applicant not responsible (HAR §3-143-610(a)(2))

1.19 Notice of Award

A statement of findings and decision shall be provided to each responsive and responsible applicant by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the provider(s) awarded a contract prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

1.20 Protests

Pursuant to HRS §103F-501 and HAR Chapter 148, an applicant aggrieved by an award of a contract may file a protest. The Notice of Protest form, SPOH-801, and related forms are available on the SPO website. (See subsection 1.2, Website Reference for website address.) Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be postmarked by USPS or hand delivered to 1) the head of the state purchasing agency conducting the protested procurement and 2) the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

Head of State Purchasing Agency	Procurement Officer
Name: Ted Sakai	Name: Teresita Fernandez
Title: Interim Director	Title: Acting Business Management Officer

Mailing Address: 919 Ala Moana Boulevard, Room 400 Honolulu, Hawaii 96814	Mailing Address: 919 Ala Moana Boulevard, Room 413 Honolulu, Hawaii 96814
Business Address: Same as above.	Business Address: Same as above.

1.21 Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to HRS Chapter 37, and subject to the availability of State and/or Federal funds.

1.22 General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. (See subsection 1.2, Website Reference for website address.) Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

1.23 Cost Principles

To promote uniform purchasing practices among state purchasing agencies procuring health and human services under HRS Chapter 103F, state purchasing agencies will utilize standard cost principles outlined in Form SPOH-201, which is available on the SPO website. (See subsection 1.2 Website Reference for website address.) Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

Section 2

Service Specifications

Section 2

Service Specifications

2.1 Introduction

A. Overview, purpose or need

This purpose of this project is to provide a Reentry Housing and Referral Services for up to 50 (per year) adult male and female sentenced felon inmates transitioning from incarceration at the HCCC to extended furlough, community custody status, in Kona, Hawaii. The Service Provider shall provide case management services to include 24-hours/day, 7 days/week, Reentry Housing and Referral Services, living arrangements and on-site accountability supervision of inmates and reentry referral services. Reentry referral services to include cognitive restructuring, substance abuse (e.g. relapse prevention), vocation/employment services, family therapy, health care, mental health, domestic violence and sexual abuse services, transportation and housing assistance.

The purpose of the project is to successfully reintegrate these inmates through a Reentry Housing and Referral Services that will reduce the chances of re-offending while enhancing the inmates' ability to become a productive member of society.

B. Planning activities conducted in preparation for this RFP

A Request for Information was held at the Department of Public Safety, 919 Ala Moana Blvd., Honolulu, HI 96814 on November 21, 2012, as part of the planning activity process. Responses to questions are on Attachment D, in Section 5 on this RFP.

C. Description of the service goals

The goals of the service for the Reentry Housing and Referral Services for adult male and female inmates are the development of necessary skills for pro-social independent living and to promote a drug free lifestyle. The Reentry Housing and Referral Services will provide 24-hours/day, 7 days/week, Reentry Housing and Referral Services, living arrangements and on-site accountability supervision of inmates and case management to include reentry referral services. Reentry referral services to include cognitive restructuring, substance abuse (e.g. relapse prevention), vocation/employment services, family therapy, health care, mental health,

domestic violence and sexual abuse services, transportation and housing assistance.

D. Description of the target population to be served

Adult male and female sentenced felon inmates, who have met the requirements for extended furlough, community custody status.

The Service Provider will be required to accept inmates who have been assessed and referred by HCCC's Case Manager as being appropriate for, or in need of Reentry Housing and Referral Services unless the Service Provider presents the Department with justifiable reason that a particular inmate should not be accepted into the program. The Department will make the final determination.

E. Geographic coverage of service

The Reentry Housing and Referral Services shall be provided in Kona, Hawaii.

F. Probable funding amounts, source, and period of availability

The funding available for services under this RFP is approximately \$200,000 for the first year of the contract, and \$200,000 for the 2nd year of the contract.

2.2 Contract Monitoring and Evaluation

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures
- (2) Output Measures
- (3) Quality of Care/Quality of Services
- (4) Financial Management
- (5) Administrative Requirements

2.3 General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation

1. Service Provider shall be a profit corporation under the laws of the State of Hawaii or non-profit organization determined by the Internal Revenue Services to be exempt from the federal income tax.

2. If a non-profit corporation, Service Provider must have a governing board whose members have no material conflict or interest and serve without compensation.
3. Service Provider must have by-laws or policies that describe the manner in which business is conducted and policies that relate to nepotism and management of potential conflict of interest situations.
4. Service Provider must have a minimum of one year of successful experience in dealing with inmates and their families.
5. To those agencies that do not meet the one-year experience requirement, an exception can be made. The request for an exception shall include at a minimum a discussion of the following:
 - a. The reasons why the exception is being requested (i.e., the reasons why the organization does not meet the one year experience requirement, the service for which funds are being requested is a new services, etc.)
 - b. The qualifications and experience of the organization in providing services for other related state programs in the past.
 - c. Description of the activities performed to date and accompanying statistical data.
6. Monitor inmates' behavior to ensure compliance with all State and Federal Laws and the rules and regulations of the Department.
7. Comply with the Standards for Community Residential Programs of the American Correctional Association (ACA).
8. Comply with the State of Hawaii Codes and Regulations (i.e., Fire Code, Health Care, etc.).

B. Secondary purchaser participation
(Refer to HAR §3-143-608)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases: None

C. **Multiple or alternate proposals**
(Refer to HAR §3-143-605)

☐ Allowed ☒ Unallowed

D. **Single or multiple contracts to be awarded**
(Refer to HAR §3-143-206)

☐ Single ☐ Multiple ☒ Single & Multiple

Criteria for multiple awards:

E. **Single or multi-term contracts to be awarded**
(Refer to HAR §3-149-302)

☐ Single term (2 years or less) ☒ Multi-term (more than 2 years)

Contract terms:

Initial term of contract: March 1, 2013 to February 28, 2015

Length of each extension: Twelve months

Number of possible extensions: One

Maximum length of contract: Three years

The initial period shall commence on the contract start date or Notice to Proceed, whichever is later.

Conditions for extension: Extensions are subject to: the availability of funds; satisfactory performance of the provider to scope of services herein, and upon prior mutual agreement in writing.

2.4 **Scope of Work**

The scope of work encompasses the following tasks and responsibilities:

A. **Service Activities**

(Minimum and/or mandatory tasks and responsibilities)

1. Service Provider shall have an appropriate Reentry Housing and Referral Services setting.

2. Service Provider shall have 24 hours/day, 7 days/week, Reentry Housing and Referral Services, living arrangements and on-site accountability supervision of inmates.
3. Service Provider shall be required to accept inmates who have been assessed by the Department (e.g. HCCC's Case Manager) as being appropriate for services, unless the Service Provider presents to the Department, justifiable reason that an inmate should not be accepted into the program. The Department will have the final decision.
4. The Department shall have the opportunity to recommend reentry referral services to the Service Provider for the inmate referred. The Department will have the final decision as to whether an inmate will continue to receive referral services or be terminated from receiving those referral services.
5. Service Provider shall have case management services and referrals for reentry referral services through group or individual case management to address inmate needs in areas such as substance abuse (e.g. relapse prevention), vocation/employment services, family therapy, health care, mental health, domestic violence and sexual abuse services, transportation and housing assistance.
6. Service Provider shall promptly report all negative behaviors (e.g. Reentry Housing and Referral Services violations, criminal activity, etc.) to the Department.
7. Service Provider shall have a Reentry Housing and Referral Services where the inmates may have onsite access to a telephone, kitchen to prepare meals, washing machine and laundry lines or dryer to do laundry.
8. Service Provider shall have a Reentry Housing and Referral Services with separate buildings for male and female inmates. If separate buildings are unfeasible, explain how male and female inmate contact will be kept to a minimum while living in the same dwelling space.
9. Enable the inmates to engage in meaningful leisure, social and recreation activities.

10. Service Provider shall have case management services in coordination with the Department, maintain case records and provide periodic or as requested, reports and evaluations to the Department.
11. Service Provider shall have case management services that monitors the reintegration process of the inmate from the Reentry Housing and Referral Services to independent living.
12. Service Provider shall have case management services that assist inmates with personal budgeting (e.g. opening bank accounts), to ensure that they have a viable plan to meet their financial obligations (e.g. rent) and accumulate savings for use after release from incarceration.
13. Service Provider shall allow inmates with personal health insurance to secure personal medical services with the approval of the Department.
14. Service Provider shall have timely intervention when warranted, assistance with family matters and assistance in adjusting to independent living in the community.
15. Service Provider shall assist inmates in developing skills necessary for successful reintegration into the community.
16. Service Provider shall monitor the inmates living to ensure their compliance with established conditions of the furlough agreement and treatment plans.
17. Service Provider shall establish house rules (e.g. curfew, no alcohol, etc.) that are approved by the Department.
18. The Department shall pay the price per bed per day, the daily rate for an inmate. The Department may pay up to **six** months rent for the inmate, upon a justification and request submitted by the Service Provider, and the Department's approval.

B. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

The Service Provider and/or Sub-Provider shall notify each of its employees as well as employees of any subcontractors, who provide

services to any person committed to the custody of the Director of Public Safety for imprisonment pursuant to Chapter 706, including a probationer serving a term of imprisonment pursuant to Section 706-624(2)(a) and a misdemeanor or petty misdemeanor sentenced pursuant to Section 706-663, of the Hawaii Revised Statute, Section 707-731, Sexual assault in the second degree and Section 707-732, Sexual assault in the third degree. In addition the Service Provider and any subcontractor shall maintain a copy of the aforementioned statutes and shall maintain in each of the aforementioned employees and employees of any subcontractors' file written documentation that the employee has received notice of the statutes.

Due to the inmates under this contract being under the jurisdiction of the Department of Public Safety, the Service Provider shall employ staff that is suitable to deal with these inmates. The Service Provider or Sub-Provider shall not hire persons currently serving a criminal sentence (i.e., on furlough from a correctional facility, on probation, on parole, or under the terms of a DAG/DANC plea). Any employee with a criminal history shall be subject to review and approval by the Department. The Department will review and agree to the employment of Service Provider's staff and sub-providers in writing. The Department of Public Safety shall agree any changes to staff and/or sub-providers in writing.

Service Provider shall keep the Department informed of the staff to inmate ratio (e.g. 1 staff to 20 inmates).

2. Administrative

- a. Service Provider must operate their program in accordance with the rules, regulations, and policies of the Department of Public Safety.
- b. The Service Provider must have the ability to supervise, train, and provide administrative direction relative to the delivery of services.
- c. The Service Provider and/or Sub-Provider shall inform and educate their employees of all Hawaii Revised Statutes that have reference to the delivery of services for the inmates committed to the custody of the Director of Public Safety (PSD).

3. **Quality assurance and evaluation specifications**

The Department's Institutions Division Administrator or designee will monitor the Service Provider's compliance with the service specification mandates and evaluate the services performed. The Institutions Division Administrator, who may suspend or terminate the services under the provisions of this contract, shall evaluate unacceptable practices or deviations from the service specifications. Prior to such suspension of the contract by the Administrator, the Service Provider shall be allowed to make every effort to correct any perceived discrepancies and shall be given reasonable time to do so. The Institutions Division Administrator shall determine reasonable time.

4. **Output and performance/outcome measurements**

Applicant shall provide a detailed description of its outcome evaluation and measures of effectiveness and should include, but not limited to:

- Number of inmates accepted into the Reentry Housing and Referral Services.
- Number of inmates referred to each service component.
- Number of inmates successfully completed each service component.
- Number of inmates dropped out of each service component.
- Number of inmates terminated from the program due to misconducts (e.g. curfew violations, fighting etc).
- Number of inmates terminated due to criminal offense.
- Number of inmates who found permanent housing.
- Number of inmates who found stable employment.
- Of the inmates who leave the re-entry house, what percentage of inmates remained arrest-free; and conviction-free for a period of six months beyond the expiration of this contract and any its extensions, if applicable.

Long term measures of success include recidivism rates and adjustment in the community. However, Service Providers will not be evaluated on measures that occur outside of the contract period.

5. **Experience**

The applicant must demonstrate a minimum of one year experience in operating a Reentry Housing and Referral Services for adult male and female inmates.

The applicant must demonstrate experience in training staff to work with male and female inmates.

The applicant must demonstrate that all current staff meets any licensing and or credential requirements.

The applicant must demonstrate experience in integrated case management with other employment services, educational institutions and social service agencies.

6. Coordination of services

The applicant must demonstrate experience in coordinating services with social service agencies for assisting inmates with employment (e.g. Division of Vocational Rehabilitation, the Department of Labor Workforce Development, Labor Union training programs, etc.), health (e.g. Department of Health, etc.), transportation (e.g. Hele-On Bus, etc.), housing (e.g. Housing and Urban Development), etc.

The applicant must demonstrate the ability to coordinate program activities, appointments and interviews with correctional case manager, security staff, parole officers, and community-based offender treatment programs.

7. Reporting requirements for program and fiscal data

On the first working day of each month, the Service Provider will be required to fax to the HCCC Case Manager the monthly list of the following:

- a) Case Management reports filed separately from billings and marked "confidential" and forwarded to the HCCC Case Manager's office.
- b) Monthly reports to the Department detailing its expenditures, operational activities, progress and problems. Attached to each report shall be an Attendance Sheet that will include:
 - The date and time an inmate checked in for services and terminated services at the Reentry Housing and Referral Services setting.
 - A daily roster of inmates who entered and exited the Reentry Housing and Referral Services setting.
 - A signed copy of the Attendance Sheet by Service Provider as to accuracy and authenticity.

- c) Monthly activity reports, in a format to be approved by the Department, no later than the 10th of each month, unless otherwise specified by the Department.
- d) Quarterly line item expenditure reports, in a format to be approved by the Department, no later than 30 days after the close of each fiscal quarter.
- e) Report of any knowledge of criminal activity by an inmate, whether potential or actual, to the Department in accordance with agreed upon procedures.

C. Facilities

The Service Provider shall provide a description of the facility(s) and site that will be used to meet the Reentry Housing and Referral Services needs of the inmates.

2.5 COMPENSATION AND METHOD OF PAYMENT

A. Pricing structure or pricing methodology to be used

Pricing shall be based on unit of service pricing structure. The pricing shall include all taxes, shall be the all-inclusive cost to the State, and no other charges will be honored.

B. Units of service and unit rate

The Unit of Service and Unit rate shall be based on price per bed per day for Reentry Housing and Referral Services. Deposits or other related fees should be included.

The day rate for Reentry Housing and Referral Services beds will be contingent on availability of funds also from unused bed days from the over-all program budget set forth by the Department. The ability to provide services will be dependent upon the ability to charge the specific dollar amount per day from the program budget.

C. Method of compensation and payment

Payment to the Service Provider shall be made on a reimbursement basis for direct services upon receipt of the original invoice and three copies no later than 30 days after the last session for the month.

Section 3

Proposal Application Instructions

Section 3

Proposal Application Instructions

General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. See sample table of contents in Section 5.*
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPOH-200A) is available on the SPO website (see 1.2 Website Reference). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

The Proposal Application is comprised of the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

3.1 Program Overview

Applicant shall give a brief overview to orient evaluators as to the program/services being offered.

3.2 Experience and Capability

A. Necessary Skills

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.

B. Experience

The applicant shall provide a description of projects/contracts pertinent to the proposed services. Applicant shall include points of contact, addresses, e-mail/phone numbers. The State reserves the right to contact references to verify experience.

1. List of experience as an agency providing re-entry and referral services;
2. List of experience as an agency providing services to inmates and their families.
3. List of contracts performed for the Department of Public Safety;
4. List of other prior contracts with the public sector in providing services in general for adult male and female inmates specifically. Discuss any problems or difficulties encountered in prior contracts. Applicant shall provide a point of contact and telephone number for each contract listed. The Department reserves the right to contact any of the listed points of contact to inquire about the applicant's past service performance and personnel;
5. Success applicant has had in recruiting and retaining quality staff; and
6. Applicant's current financial statement and any financial audits completed in the last three (3) years.

For those agencies that do not meet the one-year experience requirement, an exception can be made. The request for an exception shall include at a minimum a discussion of the following:

1. The reasons why the exception is being requested (i.e., the reasons why the organization does not meet the one year experience requirement, the service for which funds are being requested is a new service, etc.)
2. The qualifications and experience of the organization in providing services for other related state programs in the past.
3. Description of the activities performed to date and accompanying statistical data.

C. Quality Assurance and Evaluation

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

D. Coordination of Services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community.

E. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable, and the special equipment that may be required for the services.

3.3 Project Organization and Staffing

A. Staffing

1. Proposed Staffing

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

2. Staff Qualifications

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable)

B. Project Organization

1. Supervision and Training

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

2. Organization Chart

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the "Organization-wide" and "Program" organization charts shall be attached to the Proposal Application.

3.4 Service Delivery

Applicant shall include a detailed discussion of the applicant's approach to applicable service activities and management requirements from Section 2, Item 2.1, Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

Applicant shall include a complete description of services and activities proposed to provide a comprehensive concept for adult male and female sentenced felons. This section shall include, at a minimum, the following:

1. Re-entry house philosophy;
2. Re-entry house components;
3. Description of case management services, including record-keeping and report writing methods;
4. Description of how basic services will be provided;
5. Description of how the range of services, including elements and methods of treatment, will be provided for services recommended by the Department;
6. Description of how agency will provide basic and reintegration services to a fluctuating population with changing needs;
7. Flexibility of reintegration programs;
8. Description of on-site supervision of inmates

3.5 Financial

A. Pricing Structure

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

Pricing shall be based on unit of service pricing structure. Proposals shall identify the unit cost for each bed per day as well as the estimated number of beds to be provided. The pricing shall include all taxes, shall be all inclusive cost to the State, and no other charges will be honored.

All budget forms, instructions and samples are located on the SPO website (see the Proposal Application Checklist in Section 5 for website address). The following budget form(s) shall be submitted with the Proposal Application:

SPO-H-205, Budget

SPO-H-205A, Organization-Wide Budget by Source of Funds

SPO-H-206A, Budget Justification – Personnel – Salaries and Wages

SPO-H-206B, Budget Justification – Personnel – Payroll Taxes, Assessments and Fringe Benefits

SPO-H-206F, Budget Justification – Contractual Services – Subcontracts

B. Other Financial Related Materials

1. Accounting System

To determine the adequacy of the applicant's accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application (may be attached):

Applicant's current financial statement and any financial audits completed in the last three (3) years.

3.6 Other

A. Litigation

The applicant shall disclose and explain any pending litigation to which they are a party, including the disclosure of any outstanding judgment.

Section 4

Proposal Evaluation

Section 4

Proposal Evaluation

4.1 Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

4.2 Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

Evaluation Categories and Thresholds

Evaluation Categories

Possible Points

Administrative Requirements

Proposal Application

100 Points

Program Overview	0 points
Experience and Capability	20 points
Project Organization and Staffing	15 points
Service Delivery	55 points
Financial	10 Points

TOTAL POSSIBLE POINTS

100 Points

4.3 Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

- Application Checklist
- Registration with Hawaii Compliance Express, is recommended. (refer to Section One)
- Certificate of Liability Insurance (refer to Section One)

2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPOH-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

B. Phase 2 - Evaluation of Proposal Application (100 Points)

Program Overview: No points are assigned to Program Overview. The intent is to give the applicant an opportunity to orient evaluators as to the service(s) being offered.

1. ***Experience and Capability (20 Points)***

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

- A. Necessary Skills** **4 pts**
- Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services.
-
- B. Experience** **4 pts**
- One (1) year of experience of providing services to the criminal justice offenders.
- Superior service:* *+4 points maximum*
(Superior service to be defined as vendor providing exceptional services per the contract or services beyond the minimum service requirements of the contract.)
- Service not yet established* *+0 points*
(For Service Providers not yet established working with the correctional population)
- Substandard service* *-4 points maximum*
(Substandard service defined as notices issued to the Service Provider for corrective action which have not been adequately addressed.)
- C. Quality Assurance and Evaluation** **4 pts**
- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.
- D. Coordination of Services** **4 pts**
- Demonstrated capability to coordinate services with other agencies and resources in the community.
- E. Facilities** **4 pts**
- Adequacy of facilities relative to the proposed services.

2. Project Organization and Staffing (15 Points)

The State will evaluate the applicant's overall staffing approach to the service that shall include:

- | | |
|---|--------------|
| A. Staffing | 8 pts |
| <ul style="list-style-type: none"> • <u>Proposed Staffing:</u> That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services. | (4 pts) |
| <ul style="list-style-type: none"> • <u>Staff Qualifications:</u> Minimum qualifications (including experience) for staff assigned to the program. | (4 pts) |
| B. Project Organization | 7 pts |
| <ul style="list-style-type: none"> • Supervision and Training: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services. | (4 pts) |
| <ul style="list-style-type: none"> • Organization Chart: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks. | (3 pts) |

3. **Service Delivery (55 Points)**

Evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the Proposal Application.

- | | |
|---|----------|
| • Program Philosophy | (5 pts) |
| • Program Components | (20 pts) |
| • Case Management Services | (10 pts) |
| • Description of Basic Services | (10 pts) |
| • Description of the Range of Services | (5 pts) |
| • Description of how the Service Provider will provide services to the fluctuating population needs | (5 pts) |

5. **Financial (10 Points)**

- Adequacy of accounting system
- Competitiveness and reasonableness of unit of service, as applicable
- Financial stability of the applicant.

B. Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Section 5

Attachments

- A. Proposal Application Checklist.
- B. Sample Table of Contents.
- C. Wage Certificate.
- D. Questions and Responses from RFI Orientation Meeting.

Proposal Application Checklist

Applicant: _____ RFP No.: PSD 13-COR-17

The applicant's proposal must contain the following components in the order shown below. Return this checklist to the purchasing agency as part of the Proposal Application. SPOH forms are on the SPO website.

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Applicant to place "X" for items included in Proposal
General:				
Proposal Application Identification Form (SPOH-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPOH-200A)	Section 3, RFP	SPO Website*	X	
Hawaii Compliance Express Verification Certificate	Section 1, RFP	Hawaii Compliance Express SPO Website*		
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*		
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5		
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*		
SPO-H-206B	Section 3, RFP	SPO Website*		
SPO-H-206C	Section 3, RFP	SPO Website*		
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*		
SPO-H-206F	Section 3, RFP	SPO Website*		
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*		
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
Certifications:				
Federal Certifications		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
Program Specific Requirements:				

*Refer to subsection 1.2, Website Reference for website address.

Proposal Application Table of Contents

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	B. Experience.....	4
	C. Quality Assurance and Evaluation	5
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	E. Facilities	6
3.0	Project Organization and Staffing	7
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	1. Proposed Staffing	7
	2. Staff Qualifications	9
	B. Project Organization	10
	1. Supervision and Training	10
	2. Organization Chart (Program & Organization-wide) (See Attachments for Organization Charts	
4.0	Service Delivery	12
5.0	Financial.....	20
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6.0	Litigation.....	20
7.0	Attachments	
	A. Cost Proposal	
	SPO-H-205 Proposal Budget	
	SPO-H-206A Budget Justification - Personnel: Salaries & Wages	
	SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits	
	SPO-H-206C Budget Justification - Travel: Interisland	
	SPO-H-206E Budget Justification - Contractual Services – Administrative	
	B. Other Financial Related Materials	
	Financial Audit for fiscal year ended June 30, 1996	
	C. Organization Chart	
	Program	
	Organization-wide	
	D. Performance and Output Measurement Tables	
	Table A	
	Table B	
	Table C	
	E. Program Specific Requirements	

WAGE CERTIFICATE
FOR SERVICE CONTRACTS

Subject: ~~IFB~~/RFP No.: PSD 13-COR-17

Title of IFB/RFP: REENTRY HOUSING AND REFERRAL SERVICES FOR ADULT
MALE AND FEMALE INMATES IN KONA, HAWAII

Pursuant to Section 103-55, Hawaii Revised Statutes (HRS), I hereby certify that if awarded the contract in excess of \$25,000, the services to be performed will be performed under the following conditions:

1. All applicable laws of the federal and state governments relating to workers' compensation, unemployment compensation, payment of wages, and safety will be fully complied with; and
2. The services to be rendered shall be performed by employees paid at wages or salaries not less than the wages paid to public officers and employees for similar work, with the exception of professional, managerial, supervisory, and clerical personnel who are not covered by Section 103-55, HRS.

I understand that failure to comply with the above conditions during the period of the contract shall result in cancellation of the contract, unless such noncompliance is corrected within a reasonable period as determined by the procurement officer. Payment in the final settlement of the contract or the release of bonds, if applicable, or both shall not be made unless the procurement officer has determined that the noncompliance has been corrected; and

I further understand that all payments required by Federal and State laws to be made by employers for the benefit of their employees are to be paid in addition to the base wage required by section 103-55, HRS.

Offeror _____

Signature _____

Title _____

Date _____

**RESPONSES TO QUESTIONS RECEIVED
IN RESPONSE TO
RFI ORIENTATION MEETING
HELD ON NOVEMBER 21, 2012**

Question No. 1: What is the target group to serve? Furlough? extended furlough? sentenced felons? paroled? maxed out?

Response No. 1: Extended Furlough.

Question No. 2: What risk level will referrals be at according to the LSIR?

Response No. 2: PSD Case Manager will refer inmates who are eligible for the "community custody" status.

Question No. 3: Would the department consider a "transitional program" structure with house rules and program agreements in place vs a "landlord-tenant" relationship between the provider & participant?

Response No. 3: Yes, applicant shall submit its "house rules" for consideration with its proposal.

Question No. 4: What type of oversight is the department seeking? 24 hr shift coverage? or live in resident manager to provide 24/7 oversight?

Response No. 4: PSD is seeking 24/7 on-site accountability supervision of inmates. PSD prefers 24-hour shift coverage; however, the Service Provider to advise what kind of oversight can be provided with the funds.

Question No. 5: "On-Site Accountability Supervision of Inmates" – Definition please. Can supervision be provided by other residents (non-inmates)? Record-keeping requirements?

Response No. 5: On-site accountability supervision of inmates includes the enforcement of the facility's "House Rules", and assisting inmates with referrals to services through the collaboration with the Case Manager staff at Hale Nani.

Question No. 6: Handle "up to 50 (per year)" –What is the maximum number of inmates that may be referred in any given month?

Response No. 6: Referrals will vary month to month. It's estimated that there may be up to 50 inmates per year, and not up to 50 inmates per month.

Question No. 7: "Case Management Services" – Definition please. Documentation requirements?

Response No. 7: Case Management Services to include the enforcing of the facility's "house rules," collaborating with the Case Management staff at Hale Nani, referring inmate to services, documentation (e.g. referrals made, contact with Case Management staff at Hale Nani, agreements signed by inmate, etc.) related to inmate, etc.

Question No. 8: "Service Provider will be required to accept inmates who have been assessed and referred by HCCC's Case Manager" – Can Service Provider decline a given inmate based on prior experience with that inmate? If inmate was previously an Alahou participant and has an outstanding rent balance, the balance must be resolved before inmate will be accepted.

Response No. 8: PSD will ask that the Service Provider not deny the acceptance of an inmate referred by the Case Management staff at Hale Nani. Issues of an outstanding balance would need to be taken up with the inmate. This contract does not allow for payment of previous balance(s).

Question No. 9: What is the \$100,000 annual funding to cover? Are there any restrictions re how these monies may be used – i. e., salaries, vehicle expenses, stipends?

Response No. 9: The annual funding is to assist the inmate with daily bed space rate, up to six months (with month-to-month approvals from Case Management staff at Hale Nani to cover any payment after the 1st month's rent). The PSD does not dictate how the Service Provider's expenses the funds the Department pays to the Service Provider (e.g. electric bill, water bill, salaries, etc.) If a deposit is requested per inmate, the Department would like to know about the deposit refunds.

Question No. 10: "Comply with the Standards for Community Residential Programs of the American Correctional Association" –Will the Service Provider be required to be accredited by ACA?

Response No. 10: ACA accreditation is not required, but desirable.

Question No. 11: How will evictions for failure to comply with House Rules be handled?

Response No. 11: The action taken by the provider should be in accordance with their "House Rules" and consequences of infraction as agreed to by PSD.

Question No. 12: "Service Provider shall have case management services in coordination with the Department, maintain case records and provide periodic or as requested, reports and evaluations to the Department." –What certifications, accreditations, or licensing will be required of the Service Provider? Does the Department have predefined forms and/or templates for reporting?

Response No. 12: Certifications, accreditations or licensing are not required for the case management services. The Case Management staff at Hale Nani will be provide the professional Case Management services that require certifications, licensing, etc. Please refer to Response #7. The Department does not have predefined forms and/or templates for reporting. The Department will work with the Service Provider to develop this.

Question No. 13: What are the Department's expectations regarding length of stay for inmates? Will new referrals be required to fulfill a minimum length of stay before becoming eligible to move on to other housing?

Response No. 13: No. The length of stay will depend on the progress of the inmate transitioning in to the community.

Question No. 14: What are the Department's expectations regarding staff to inmate ratio?

Response No. 14: The Department would like to see what the Service Provider proposes.

Question No. 15: "The applicant must demonstrate that all current staff meets any licensing and/or credential requirements." – See Item #8 above.

Response No. 15: The Department would like to see any licensing and/or credential requirements that the Service Provider has for staff. The Department expects all staff to pass a background check/clearance. The Department will verify if the Service Provider's staff is eligible or ineligible to work with the Department's inmates/population.

Question No. 16: Compensation – Please clarify the relationships between "Probable Funding Amount" of \$100,000 per year, "Department shall pay the deposit and first month's rent for the inmate," "Unit of Service and

Unit Rate shall be based on price per bed day," and "Payment to the Service Provider shall be made on a reimbursement basis for direct services upon receipt of original invoice." The compensation process is not clear from the RFI language.

Response No. 16: Probable funding amount is the estimated annual amount of funds for this contract. The unit of service and unit rate is the per bed day per inmate rate. The provider shall be compensated for the actual number of days the inmate was housed at the Service Provider's facility. The Department will not pay for services that have not been rendered.

***** **END OF SECTION** *****